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# Phase-1

## High Level Enterprise Architecture Reviews

### The Need for Architecture Reviews

#### The purpose of Enterprise Architecture:

Enterprise Architecture (EA) is a strategic business capability that provides benefits to an organization by utilizing a framework and knowledge base to:

- Establish and maintain the architectural vision.
- Apply governance in support of the enterprise mission.

EA uses the framework and knowledge base to support the:

- Management
- Design and deliverance of strategic business and IT changes
- Align outcomes to strategies
- Ensure successful business transformations

EA also contributes to an organizations mission by advising on critical issues such as:

- Cost reduction
- Process improvement
- Innovation
- Technology selection
- Performance management
- Potential new business models
- Research and analysis of other possibilities and opportunities

#### Support core ITRM Policy:

[http://www.vita.virginia.gov/uploadedFiles/VITA\\_Main\\_Public/Library/PSGs/ITRMPolicyGO10202.pdf](http://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/Library/PSGs/ITRMPolicyGO10202.pdf)

#### Ensure new IT investments comply with ITRM standards:

<http://www.vita.virginia.gov/library/default.aspx?id=537>

EA reviews provide relevance to agencies by ensuring solutions comply with standards as early as possible within the overall commonwealth Information Technology (IT) strategic planning process.

<http://www.vita.virginia.gov/oversight/>

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### Goals of architecture reviews:

- The architecture of a change is documented
- There is a coherent description of the change for leadership
- The change is conformant to commonwealth and agency principles, standards, and plans
- The change is conformant to commonwealth security and will not impose a risk to the commonwealth
- The change is compatible with the legacy and current technical landscape
- The change is compatible with the technical roadmap
- The chosen technology for the change and its design are likely to achieve the goals and objectives set forth by the change

### Benefits of architecture reviews:

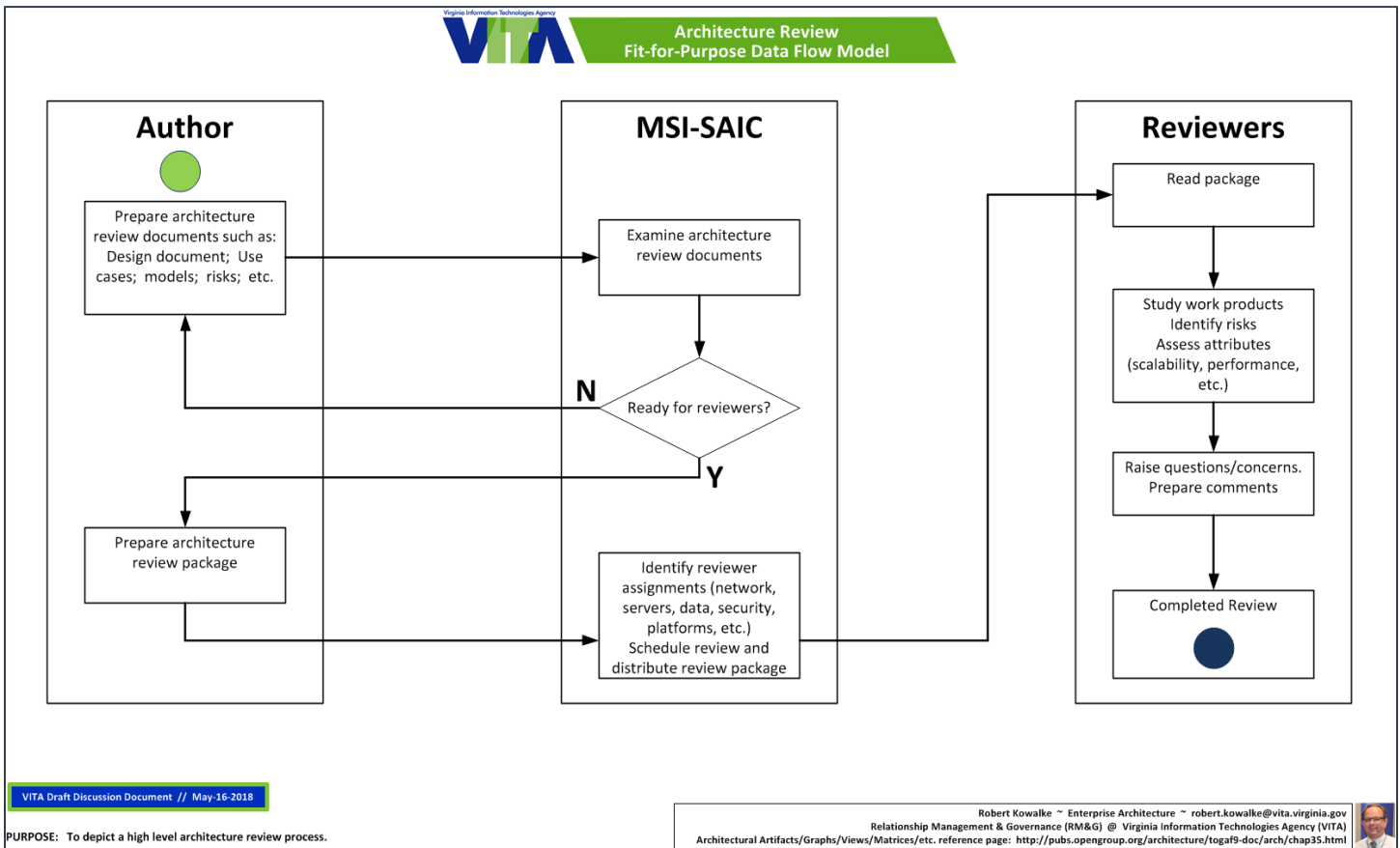
- Identify potential risks to the architecture in the proposed change
- Assess quality attributes of the change such as scalability and performance
- Identify opportunities for reuse of artifacts and components within the current enterprise in support of the change
- Promote good architecture design and evaluation practices, such as ensuring the change is well documented and understandable, which then ensures the rationale for important design decisions is recognized
- Improve overall architecture documentation quality, which supports anticipated troubleshooting and eventual transition and migration strategies within the enterprise
- Uncover problems the change may cause to the current enterprise
- Change conforms to VITA's quality assurance process
- Uncover conflicts in requirements identified in the change review package
- Assist stakeholders in negotiating conflicting requirements
- Facilitate clear articulation of nonfunctional requirements
- Identify skills required to implement the proposed change
- Open needed communication channels among change stakeholders

### General process for Phase-1 architecture reviews:

- Author:
  - assimilates the necessary information in preparation for a change request
  - prepares the necessary change review package to submit
- MSI:
  - Examines the change review package
  - Determines whether the change review package is ready to be submitted
  - Submits the change review package for architecture review

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- Architecture Review Domain Members:
  - Read the change review package
  - Study the change review package from their domain perspective and overall IT background experience
  - Identify any area of concern specifically within their domain
  - Identify any other concerns with the change
  - Prepare and submit their comments, questions, and/or concerns



A phase-2 EA review is more detailed in scope due to the complexity of a requested change to the enterprise. It generally follows the same phase-1 architecture review process.

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## Change – Background Information Needed for a High-Level Review

### Summary of the Change:

If the CIO wanted to quickly know what this change was about, what would you say?

For your short summary, include such things as:

- Risks anticipated with the change.
- Risks associated with not changing.
- Is this a mandated change?
- Is what you're doing new?
- Are you buying, or building, or...?
- Is there sensitive data involved?
- Where is this being hosted?
- Any change recommendations?
- etc...

### Supporting High-Level Background Information:

1. What strategies identify closest to what you're seeking to accomplish by this change?
  - Sustain – Keeping the app/system/service fed and watered for minimum effort and cost
  - Extend / Enhance – Improve integration and flexibility
  - Consolidate – Reducing duplication, reducing overhead, and driving efficiency by consolidation
  - Remediate – Re-factoring the app/system/service to a better structure to improve integration and flexibility or to comply with policies, standards, and/or guidelines.
  - Cost Avoidance – Costs increasing beyond the ROI for the current app/system/service
  - Cost Savings – Saving money to apply elsewhere
  - Re-platform – Moving the app/system/service to a more modern environment (hardware, operating system, cloud-SaaS, etc.)
  - Migrate – Translate to a new language or re-use the code in a modern environment
  - Replace – Mine the app/system/service for essential rules, and recreate in a modern language or package
  - Decommission – Retiring an app/system/service in a controlled manner while preserving essential data
  - Other – Please Explain
2. Is there a project or program associated with the deployment of this change/solution?
  - a. What is the name of the project or program?
  - b. What is the proposed schedule? (Include start and end dates too.)
  - c. What are the internal and/or external dependencies?

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3. Who is requesting the change?
  - a. Project Manager POC?
  - b. Technical POC?
  
4. Who are the users impacted by the change?
  - Internal User(s)
  - COV agency(s)
  - External users
  - General Public
  - Other - Please explain.

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## Change – Specific Information Needed for a High-Level Review

### Comprehensive High-Level Information:

5. Will the new or changed solution be in compliance with Commonwealth of Virginia (COV) ITRM requirements?
- <http://www.vita.virginia.gov/it-governance/itrm-policies-standards/>  
<https://www.vita.virginia.gov/resources/vita-rules/>
- a. Yes
  - b. No – please explain.
  - c. Do not know – please explain. For instance, you may not know about a specific solution, but you know you need the change.
6. Please select what best explains the nature of your change:
- a. New solution - addressing a new business need
    - i. Please identify that new need
  - b. New solution – addressing an existing business need with no current solution
  - c. New solution – replacing one or more existing solutions
    - i. Please identify the existing solutions
  - d. Add new functionality to one or more existing solutions
    - i. Please specify the new functionality
  - e. No functional change - Re-platforming
  - f. No functional change - Remediating then re-platforming
  - g. No functional change – updating COTS version [please specify]
  - h. No functional change – updating underlying technology used by the solution
    - i. Please specify
  - i. Other
    - i. Please explain
7. If you are creating a new solution, out of the below options, which best explains this new solution:
- a. Reuse: Other current agency solution
  - b. Reuse: Collaborative
  - c. Reuse: Enterprise
  - d. New build
  - e. Procure new solution
  - f. Other - Please explain

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8. What technologies will be involved with this change?
- a. Products, operating systems, versions, devices, appliances, etc.
9. Are there any technologies involved that are new to your agency, or that are non-strategic to the commonwealth?
- a. If yes, will or do the technologies have support models in place?
    - i. If no support models in place, then what have you done to mitigate the risk of technologies not fully supported?  
For instance, if bringing in Oracle, do you have an Oracle DBA to support you on that Oracle platform?
10. Will this change require a procurement? If yes, please select all that apply:
- a. Request for Information (RFI)
  - b. Request for Proposal (RFP)
  - c. Invitation for Bid (IFB)
  - d. Sole Source
  - e. Existing contract - VITA
  - f. Existing contract - AGENCY
  - g. Existing contract - OTHER
  - h. Other - Please explain
11. Where will this change be hosted?
- a. COV Centralized Data Center - VIRTUAL
  - b. COV Centralized Data Center - PHYSICAL
  - c. Agency Data Center – VIRTUAL
  - d. Agency Data Center - PHYSICAL
  - e. 3rd Party - Supplier
  - f. 3rd Party - Via an existing contract
  - g. 3rd Party - SaaS
  - h. 3rd Party - PaaS
  - i. Other - Please explain
12. What service component domains does this change impact?
- Explain the effect of the change on each service domain impacted
- Include date when needed for each service domain impacted.
- a. Server

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- b. Storage
- c. Network
- d. Telecom
- e. End user devices
- f. Printers
- g. Messaging services
- h. Mainframe
- i. Security
- j. AIS
- k. Disaster recovery
- l. Finance Charging
- m. Finance Billing
- n. Help desk
- o. Other MSI

13. Have you completed models showing the pieces and parts of this change, and how this change integrates into the current enterprise?

- a. If yes, please provide them.
- b. If no, when will your models/diagrams be available?
- c. If not going to provide, please explain why.

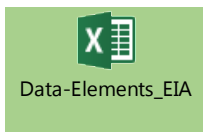
14. Have you completed a design document?

- a. If yes, please provide it.
- b. If no, when will the design document be available?
- c. If not going to provide a design document, please explain why.

### High-Level Commonwealth Data Information:

15. Does this change impact commonwealth data?

Double-click on this object (when in MS Word document only) to identify impacts:



If no impact to commonwealth data, then no further questions in “a” through “i” need be answered.

If yes, please provide answers to the following:

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- a. Will commonwealth data be:
  - Created? Please explain the new data to be created?
  - Read?
  - Updated?
  - Deleted?
  - Exchanged?
- b. Do you have a data catalog that describes your data?
  - i. Is this catalog up-to-date and actively maintained?
- c. How will commonwealth data be protected?
- d. Is the data backed up and stored according to commonwealth standards?
- e. Will this data require different management?
- f. Is this data shared with other organizations who will be impacted by this change?
- g. Will this solution use existing data exchanges?
- h. Will this solution require new data exchanges?
- i. Will this solution require new data exchange standards?

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